

**Minutes of the REGULAR MEETING of the Board of Directors  
RIVER ROAD PARK and RECREATION DISTRICT  
1400 Lake Drive, Eugene OR., 97404**

**MEETING DATE: Wednesday, January 19, 2022**

**BOARD MEMBERS PRESENT:** Dennis Durfee, Sharon Purdy, Jim Wienecke, Curt Kendall, Steve Norris

**STAFF:** Bob Houston, Vickie Bird, Cathy Casalegno, Keenan Hamilton, John Potwora, Steve Camerer, Jim Phillips, Tom Mitchell, Bill Kuzmer

**PUBLIC:** Scott James

**CALL TO ORDER:**

The regular meeting of River Road Park and Recreation District's Board of Directors was called to order by Board Chairman Jim Wienecke at 6pm.

**ITEM 1 APPROVAL OF THE AGENDA**

Motion to approve the Agenda made by Sharon Purdy, second by Curt Kendall.

**ITEM 2 CITIZENS COMMENTS**

None

**ITEM 3 PRESENTATIONS**

**3A. Introduction of new staff - Recreation:** Cathy Casalegno, Recreation Director, introduced Keenan Hamilton as the District's newly hired Youth Program Supervisor. Keenan was previously employed by the City of Lawrence, Kansas, as the Facilities Operations Programmer. Keenan will oversee the gymnastics and youth programs as well as contribute to special event planning. We are excited to welcome Keenan onboard. **Appreciation Presentation:** Scott James, of *Starguard Elite*, gave an informative commentary on the partnership between the District and the *Starguard Elite* system. The program has become the gold standard used nationwide for aquatic risk management curriculum including: spinal management, drowning protocol, instructor development and in-water airway development and management. Scott noted that Jeff Fryer, as well as other District aquatic staff, were instrumental in pioneering the *Starguard Elite* program as well as changes made to Oregon Administrative rules regarding lifeguard, instructor and first aid certifications. Scott thanked the aquatic staff, administration and Board for the District's contribution to *Starguard's* success.

**3B. Chairman's Report** – Chairman Wienecke discussed issuing a staff-wide written acknowledgement from the Board thanking employees for their hard work during the many challenges impacting the District due to COVID-19. A draft will be finalized and sent out to each department director to distribute to staff.

**3C. Superintendent's Report** – Superintendent Houston reported on the current Treasury balance (current) as well as a historical comparison for the last five years. January 2022 \$2,352,539; January 2021 \$1,882,404; January 2020 \$1,504,701; January 2019 \$1,383,421 and January 2018 \$1,570,753. Bob noted the contrast in tax revenues from pre-covid years (2018-2020) showing a significant overall increase.

**Administration Update:** The business office is currently seeking to fill two positions. The reception position became vacated in late December with the departure of Shannon Delker, who resigned due to medical reasons. The recruitment of an accounting specialist has proved to be extremely challenging due to the current hiring environment. Cindy Wade has been elevated to the Business Office Secretary, a full-time, non-exempt position. Cindy previously worked as a receptionist for the gymnastics and aquatic facilities.

**Maintenance Update:** Steve Camerer, Maintenance Director, announced John Potwora, Building Maintenance Supervisor, completed the Oregon Recreation and Parks Association/ National Recreation and Park Association's certification program in playground safety and inspection. The CPSI certification provides the most comprehensive training on playground safety issues including: hazard identification, equipment specifications, surfacing requirements and risk management methods. The certification elevates the commitment the District has to the community by taking a cautious, proactive approach to playground safety. Steve also gave an update on two vehicles recently purchased by the District: 2008 Toyota Tundra long-bed complete with a lumber rack and lift gate installed; 2008 Ford F250 4wd. Both vehicles are in sound mechanical condition and a welcome addition to the maintenance department.

**Recreation Update:** Cathy Casalegno reported the District's Couples Classic 5k Run will be held Saturday, February 12<sup>th</sup> after a two-year hiatus. The race awards and prize segment will be held outdoors without the traditional clam chowder feed in order to keep in line with COVID-19 protocols. The District's annual Easter egg hunt will also be brought back after several years of down-time. Hundreds of eggs with prizes and goodies will be distributed throughout the grassy area of the park. This will be an (organized) all-comers event for ages preschool through sixth grade. There will also be an underwater egg hunt held at the aquatic facility.

**ITEM 4 CONSENT AGENDA**

- 4A. Approval of the Consent Agenda to ratify November 17, 2021, minutes; November and December, 2021 expenditures and payroll.  
Motion to approve made by Dennis Durfee, seconded by Steve Norris.

**ITEM 5 UNFINISHED BUSINESS**

- 5A. None

**ITEM 6 NEW BUSINESS**

**6A. 2020-21 Audit Discussion:** Bob reviewed goals and benchmarks relating to improving the review and approval process of all District financial transactions. Oversight involving the Board regarding daily operations and procedures is one of the objectives Bob would like to implement in the 2021-22 fiscal year. A letter sent to Kathy Marciniak, District bookkeeper, outlined the general changes to the current system of checks and balances that Bob would like to implement.

**ITEM 7 BOARD COMMENTS**

**7A.** Dennis Durfee inquired about the US Bank Flex Lease loan liability the District acquired in 2016. Superintendent Houston explained the monies were originally borrowed to replace the aging boiler system and purchase a UV filtering system for the pool (cutting chlorine applications to a minimum). Through up-grades and repairs on the current boilers and mechanical systems, replacement was averted and the residual funds were reallocated into the general fund by administration in 2016. Dennis also voiced appreciation to the maintenance staff for the addition of reflectors on the ground posts located in the northeast area of the park. The reflectors serve as an added layer of safety to pedestrians and vehicle traffic on Lake drive during 'dark' hours. Dennis would like to see the reflectors attached to the remaining posts.

**ITEM 8 EXECUTIVE SESSION ORS 192.660(2)(a).**

**8A.** Discussion regarding aquatic employee(s).

**ITEM 9 TENTATIVE DATE FOR NEXT BOARD MEETING**

Wednesday, February 16, 2022 at 6pm.

**ITEM 9 ADJOURNMENT**

. Time: 7:40pm – Motion made by Sharon Purdy, seconded by Curt Kendall

Board Chairman Wienecke

Recorded by Vickie Bird